



**NOTICE OF VACANCY
October 27, 2016**

POSITION: Associate Planner

DEPARTMENT: Planning Board

SALARY: M6 \$56,135 - \$67,106

**HOURS: Monday – Friday 8:30am to 5:00pm
Occasional night meetings**

Statement of Duties: The Associate Planner assists in the operations of the Planning Board Office under the direction of the Planning Board Administrator and provides a wide range of development and land use planning activities including construction conformance project review, master land use plan implementation, and long range planning projects.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists and conducts on-site field inspections of development projects (pre- and post-construction)
- Assists in the review and evaluation of development and zoning proposals; assists with conformance review of permitted site plans
- Prepares and maintains construction review and tracking reports for the purposes of site plan conformance
- Acts as a liaison between the public, developers, municipal departments and elected officials
- Assists in the development of neighborhood plans and/or reports in accordance with the Town's Master Land Use Plan
- Researches and prepares grant applications for federal, state, local, and private funding of projects and studies
- Assists in the development of policies relative to planning and zoning regulations that guide both long and short term goals as well as project specific development
- Conducts independent research and prepares reports and GIS maps relative to land use topics

Recommended Minimum Qualifications:

Education and Experience:

Candidates must possess a Bachelor's degree or equivalent thereof, in Civil Engineering, Construction Management, Urban Planning or a closely related field in addition to two years of planning and/or construction project management experience. A master's degree in a related field is preferred.

Special Requirements:

Valid Class D Motor Vehicle Driver's License.

Knowledge, Abilities, Communication, and Skills

Knowledge:

- Working knowledge of computer programs including Microsoft Office software and ArcGIS are required
- Knowledge of construction site operations and Best Management Practices (BMP)
- Working knowledge of municipal and state land use regulations and permit procedures
- Knowledge of research and statistical data collection and application thereof

Abilities:

- Ability to maintain, manage, and organize time sensitive materials and records effectively
- Ability to review and/or assists in the review of development proposals and site plans for conformance with codes, by-laws, and regulations
- Ability to effectively manage time and multi-task in a fast paced environment
- Ability to prepare reports and maps on topics such as project development, construction reports, census information, land use, tax base data

Communication:

- Communicates and interacts with the public effectively
- Effectively manages and resolves conflict
- Communication skills are clear, both orally and in writing
- Maintains confidential information

Skills:

- Construction project management, conformance reporting, and plan review
- Data processing- development of maps, charts, tables, etc.
- Proficient GIS skills
- Engineered site plan review

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform the work. Physical requirements are typical of a municipal office environment and those found when performing conformance review on construction sites.

Supervisory Responsibility: There is no supervisory requirement for this position.

Confidentiality: In accordance with the State Public Records Law, employee must protect sensitive confidential information of the department that she/he has access to such as litigation, client and related department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer and public relations, monetary loss, legal repercussions and jeopardize projects.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative or professional field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Work Environment: Employee performs work in an office setting subject to frequent interruptions. The employee may be required to work beyond normal business hours to attend Board meetings.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. Extra ordinary courtesy, tact, and diplomacy is required when resolving complaints or dealing with hostile, uncooperative or uninformed individuals. Employee may furnish (as directed by the Administrator) news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in any municipal office setting

Supervision Required: Under the general direction of the Planning Board Administrator, the employee plans, prioritizes and carries out the regular work in accordance with standard practices and previous training. The employee is expected to work independently to interpret instructions and/or adopt methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Work is generally reviewed only for technical accuracy, adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.